

# 2-Way Memo

Subject: Mileage and Fuel Consumption

**INSTRUCTIONS**

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

ROUTING SYMBOL

4 1 82

From : C/OL/P&PS  
STAT @F31

Logistics Officer

FOLD

FOLD

INITIAL MESSAGE

Forwarded herewith is the quarterly report on vehicle mileage and fuel consumption for the period 1 January through 31 March 1982.

REPLY MESSAGE

As stated in the attached memorandum, the subject report is no longer required. However, we do recommend the maintenance of internal reports.

DATE OF REPLY

ROUTING SYMBOL

8 Apr 82

STAT



STAT

STAT

MILEAGE AND FUEL CONSUMPTION

REPORTING ACTIVITY: IAD/SAG

DATE: 1 April 1982

QUARTERLY PERIOD: 1 Jan - 31 Mar 1982

I. TYPES OF VEHICLES

A. Subcompact/Compact Sedans, Station Wagons

B. Midsize Sedans, Station Wagons

C. Large Sedans, Station Wagons

D. Trucks

(1) Gasoline

(2) Diesel

E. Buses

(1) Gasoline

(2) Diesel

TOTALS.....

Number of  
Assigned  
Vehicles

Number of  
GSA-Leased  
Vehicles

Total  
Miles  
Driven

1

5097

8

32816

9

37913

I. FUEL CONSUMPTION

A. Dispensed from Agency pumps

B. Purchased Commercially

(1) Imprest Funds

(2) Credit Cards

C. GSA Interagency Motor Pool System

Gallons

Gasoline  
Cost

Gallons

Diesel  
Cost

1509

1322

\$ 1596.40

\$

2831

\$ 1596.40

\$